



# POLICY AND PROCEDURE

## MONTGOMERY COUNTY FIRE AND RESCUE SERVICE

22-04AM

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### RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

## MONTGOMERY COUNTY FIRE AND RESCUE SERVICE POLICY

### RADIO PROCUREMENT AND MANAGEMENT PROCEDURE

Issued by: Fire Chief

Supersedes Policy No. 22-04

Authority: Montgomery County Code Section 21-2.(d)(4)

Effective Date:

**Section 1. Purpose:** To establish standard requirements and procedures that ensure all mobile and portable radio devices purchased for use within the Montgomery County Fire and Rescue Service (MCFRS) radio system are compatible with its 800 MHZ trunked radio system; that all mobile and portable radio devices operating on the radio system meet the functional requirements of the Montgomery County Fire and Rescue Service; and that only MCFRS authorized mobile and portable radios operate within its radio system.

**Section 2. Applicability.** This policy and procedure applies to all MCFRS personnel, and to the [purchase] acquisition and installation of all portable and mobile radio devices and their components that are to be used on or operated on, or to integrate with (collectively "used on" or operated on"), the radio system, or on [the] a radio system[s] of a neighboring jurisdiction[s] or partner agency[ies] of MCFRS.

#### Section 3. Definitions.

- a. **Department of Technology Services Radio Communications Services Section ("Radio Shop")**. The department of Montgomery County Government that provides radio communications services to the County's departments and agencies, and is responsible for operating and maintaining the 800 MHz trunked radio system.
- b. **Mobile or Portable Radio Device ("radio device")**. An MCFRS-approved mobile or portable radio device, attachment, or accessory operating on, or [purchased] acquired to be used on [operate on,] the radio system or on the radio system of a neighboring jurisdiction or partner agency.
- c. **MCFRS Personnel ("member")**. For purposes of this policy, this term refers to all career and volunteer (LFRD) members of the Montgomery County Fire and Rescue Service.



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- d. **Montgomery County Radio System ("radio system").** The Montgomery County Fire and Rescue Service's 800 MHz trunked voice radio communication system, and any ancillary radio systems [for] [or the Montgomery County Fire and Rescue Service], including the VHF radio system.
- e. **MCFRS Telecommunications Manager.** For the purposes of this policy, the individual, as [determined] authorized by the MCFRS Fire Chief, or the designee of that individual, who is responsible for the acquisition, procurement, configuration, and inventory management of all communications devices [owned and] operated [by] on a MCFRS radio system [as [determined] by the MCFRS Fire Chief].

#### Section 4. Policy.

- a. All **radio devices** acquired to operate on or interfacing with the radio system must be [purchased] acquired through, or [sanctioned] approved in writing by, the Fire Chief or designee. Any radio device not acquired through, or approved in writing by, the Fire Chief is prohibited from being used on the radio system.
- b. [Only **radio devices** owned or authorized by the County, or purchased in accordance with Section 4.a. of this policy, will be programmed to operate on the **radio system**. Privately-owned radio devices are *specifically prohibited* from operating on the radio system.] Only the MCFRS Telecommunications Manager, the Radio Shop, or a vendor specifically approved in writing by the MCFRS Telecommunications Manager may program, maintain, modify, approve, test for compliance with MCFRS standards, install, remove, or upgrade any radio device used on the radio system.
- c. All **radio devices** [purchased] acquired or approved (hereinafter collectively referred to as "approved") in accordance with Section 4.a. of this policy must be [maintained] in compliance with the [industry] **MCFRS Telecommunications Manager's** standards. Prior to approval of a radio device by the Fire Chief in accordance with Section 4.a. of this policy, and at all times thereafter, the **MCFRS Telecommunications Manager** is authorized [will assure that] to determine if a[ll] **radio device[s]** [purchased] [in accordance with Section 4.a. of this policy are] [tested and maintained] is in compliance with [industry] the **MCFRS Telecommunications Manager's** standards. [Local Fire and Rescue Departments (LFRDs)] **MCFRS** personnel must provide to the **MCFRS Telecommunications Manager**, for testing and maintenance, any **radio device[s] expected to operate on the radio system [they own and operate] [for testing and maintenance,] [as required by the MCFRS**



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**Telecommunications Manager**]. [LFRDs are wholly responsible for the costs to test, service, and maintain their **radio devices**.]

- d. When an **MCFRS** or LFRD vehicle containing an approved **radio device** is placed out-of-service, each approved **radio device** in that vehicle must be removed only by the **MCFRS Telecommunications Manager, Radio Shop, or a vendor approved by the MCFRS Telecommunications Manager.**
  - e. When an **MCFRS** or LFRD vehicle is added to the **MCFRS** fleet, the entity adding that vehicle must ensure adequate funding to acquire any necessary radio device in that vehicle.
  - f. The **MCFRS Telecommunications Manager's** [will issue] issuance of a **radio device** is to a *specific authorized riding position on apparatus, or to a specific authorized individual* based on that member's **position** within the **MCFRS**. The **radio device does not transfer to, or with, a MCFRS member**, even if that member is moving to another riding position on apparatus, or to a position within **MCFRS**, that is authorized to be issued a **radio device**. When a **MCFRS** member is transferred or promoted/demoted into a position within the **MCFRS** that is specifically authorized to be issued a **radio device**, the **MCFRS Telecommunications Manager** is authorized to issue a **radio device** to that member. When a MCFRS member whose position authorizes the member to be issued a radio device retires, transfers, or is promoted/demoted to a position not authorized to be issued a **radio device**, the member must return any **radio device** previously issued to the member, and obtain a receipt from the **MCFRS Telecommunications Manager** to document the member's return of the previously issued **radio device**.
- [d. An LFRD may purchase additional **radio devices** in accordance with this policy, to equip apparatus to the allowable limits consistent with the table below, entitled "***Authorized Radios by Apparatus Unit Type***."]

### [ AUTHORIZED RADIOS BY APPARATUS UNIT TYPE

Unit Type	Mobile Radios Allowed	Portable Radios Allowed
Boat Support	1	2
Brush Truck	1	2
Command Vehicle (Chief, D/C, A/C, B/C)	4 (1/Command OIC, 1/Vehicle)	2



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Duty Vehicle	2	2
EMS Unit	2	2
Engine	1	6
Rescue Squad	1	6
Tanker	1	2
Truck	1	6 (7 for Tractor-Drawn Trucks)
Utility	1	1]

- [1. MCFRS specifically ***prohibits*** the purchase and use of additional **radio devices** to provide individual personnel or members with **radio devices**, for MCFRS Staff and Command Officers. **Radio devices** must be purchased ***only*** through manufacturer-authorized channels.]
- [2. When an MCFRS vehicle is decommissioned, *all radio devices must be removed either by **Radio Shop** staff, or by a vendor who has been approved by the **MCFRS Telecommunications Manager**. [Personnel and outside affiliates must not remove any MCFRS mobile radio device that operated on the radio system from an MCFRS vehicle.]*
- [3. When procuring a vehicle to add to the MCFRS fleet (including an LFRD vehicle) that is ***not*** intended to replace any *existing* vehicle, adequate funding ***must*** be included to procure any **radio device**, consistent with the [minimum] requirements shown on the chart above, entitled "***Authorized Radios by Apparatus Unit Type.***" ]
- [4. The **MCFRS Telecommunications Manager** will issue a **radio device** to a *specific riding position* on apparatus, or to an *authorized individual*, based upon that member's ***position*** within the MCFRS. The **radio device does not transfer with a member**, even if that individual is moving to another position that is designated to be issued a **radio device**. When a member is transferred or promoted into an authorized position within the MCFRS, and that *position* is designated to be issued a **radio device**, the **MCFRS Telecommunications Manager** will issue the **radio device**. When that MCFRS member retires, transfers, or is promoted/demoted to/from a position designated to be issued a **radio device**, the member must return any **radio device**, and obtain a receipt from the **MCFRS Telecommunications Manager** for any issued **radio device**.]
- [5. Only the **MCFRS Telecommunications Manager**, the **Radio Shop**, or a vendor specifically authorized in writing by the **MCFRS Telecommuni-**



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**cations Manager**, may program, modify, install, remove, or upgrade any **radio device** designated for use on the **radio system**.]

#### Section 5. Procedure.

- a. Any [LFRD that plans to purchase a] **radio device** [for] to be used on the **radio system** must be pre-approved by [contact the] **MCFRS Telecommunications Manager** [to arrange for that purchase].
- [b. The **MCFRS Telecommunications Manager** will verify that any **radio device** being purchased is consistent with the Table in Section 4.c. of this policy, entitled "**Authorized Radios by Apparatus Unit Type**," and that the Fire Chief has approved the response of the apparatus for which the **radio devices** are being purchased.]
- [c]b. Once an approved radio device has been acquired, and provided to the **MCFRS Telecommunications Manager** to be programmed, the **MCFRS Telecommunications Manager** will program it, in compliance with this policy, and return the **radio device** to the [LFRD] authorized **MCFRS personnel**, ready for use on the **radio system**.
- [d]c. [An LFRD that owns] Any **MCFRS personnel** that is assigned a **radio device**, or is authorized to operate an approved **radio device** on the **radio system**, must notify the **MCFRS Telecommunications Manager** [when it plans to] if the [permanently dispose of, or take the] **radio device** is to be permanently removed from, or taken out of service, and must give [it] the **radio device** to the **MCFRS Telecommunications Manager** to disable it from operating on the **radio system**.
- [d]e. All **MCFRS personnel** must comply with all County and **MCFRS** policies related to information resources regarding the use of a **radio device** and the **radio system**.

**Section 6. Implementation and Enforcement.** The Fire Chief is the implementation and enforcement authority for all policies and regulations of the Montgomery County Fire and Rescue Service.

**Section 7. Effective Date.** This policy is effective on



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Approved:

\_\_\_\_\_  
Richard R. Bowers, Fire Chief  
Montgomery County Fire and Rescue Service

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Date

Draft policy 12/13/2011